



Person Specification for a Premises Caretaker at The John Wesley CEM Primary School

	Criteria
Qualifications	<ul style="list-style-type: none"> • Level 2/3 Diploma (or equivalent) • Proficient technical and practical skills.
Experience	<ul style="list-style-type: none"> • Previous relevant experience
Skills and Abilities	<ul style="list-style-type: none"> • Wider awareness of the related working environment eg client groups • Use of wide range of machinery/equipment eg cleaning, gardening and general maintenance • To organise others and own workload in order to achieve the job • Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant • Ability to maintain accurate and timely records as required by the role eg contractors' schedules, etc. • Ability to deal with everyday problems and to identify which problems should be referred to supervisor • Ability to monitor job activities as required by the role • Ability to understand information and advise and liaise with others accordingly • Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate • Has written and numeric skills in order to complete more detailed records and reports • Ability to listen, observe and contribute to discussions as required for the role eg work plans, etc. • Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to diffuse bad behaviour, to ensure work is carried out in accordance with plans, etc.) • Ability to communicate using information technology as required for the role
Knowledge	<ul style="list-style-type: none"> • Knowledge and expertise in minor maintenance and repair • Knowledge of financial/ordering/monitoring procedures as required • Knowledge of how own job fits into the activity and role of the area/site • Knowledge of a range of other jobs in the area • Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> • Manual handling; • Safe use of machinery and/or equipment; • COSHH • First Aid and Hygiene Practice; • lone working procedures and responsibilities • Able to recognise and to deal with emergency situations • Will need to undertake training to keep knowledge up to date
Health and Safety	<ul style="list-style-type: none"> • Understands and able to implement all health and safety policies relating to working environment and staff group • Able to promote a positive Health and Safety culture within the workplace